

DRAFT (OMS/[REDACTED]:jv - 28 Jan 66)

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MEMORANDUM FOR THE RECORD

SUBJECT: Meeting on Fitness-for-Duty Category

1. On 7 January 1966 a meeting chaired by DD/MS was held on this topic with C/PS, C/CD, C/AES, C/SD and Registrar attending. The request for such a meeting to discuss this topic had been formalized by D/MS.
2. Though there were no statistics for comparison, it was the impression of C/CD, C/SD and the Registrar that there had been an increased frequency in the use of "informal requests" as a means of obtaining appropriate OMS advice and guidance on an individual case as opposed to the frequency of requests for "Fitness-for-Duty" evaluations. Though the actions taken and advice given as a result of "informal requests" is recorded in an individual's OMS file, no formal written disposition is returned to the individual's parent component. This is a distinct practice from that of the formal Fitness-for-Duty request and the resultant formal disposition to the division. All participants agreed that the use of "informal requests" was appropriate and should be encouraged. The Chairman would like to stress again here that it is important that such activities by various components of OMS should be duly recorded in the individual's file.
3. C/PS discussed two categories of referrals that fall outside of formal Fitness-for-Duty requests. One is designated "Security referrals" which is involuntary on the part of the subject. In these cases PS seeks and is now usually obtaining written documentation from the Office of Security

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before acting in the case. In these instances no formal written disposition is rendered. The other category is described as a "Division referral" and this falls into the category of "informal referral" as used by CD.

4. There was general agreement that a Fitness-for-Duty category is necessary. There was also general agreement that in many instances this was the last step taken by a division or component in a problem case. However, it could be and often is the first step taken in a problem case. In either instance OMS has not been afforded an opportunity to review a given case prior to the arrival of the request. The group felt that an additional step might well serve a highly useful function in more effective OMS and Management approach to some of the more difficult Fitness-for-Duty Evaluations. Along this line, C/AES suggested more use be made of the AES in these cases. His suggestion was well received and strongly supported. The concept of what might be described as an intake interview by OMS prior to OMS initiating action on a Fitness-for-Duty request was discussed. This would be used as a means of screening the requests as to the appropriateness of the request and to gain as much detailed information before the actual processing and evaluation was started by OMS.

5. As a proposal for further consideration by the group and possible presentation to D/MS for approval, it is suggested that an "Intake Committee" be constituted. This committee members would be C/PS, C/CD, C/AES and the Registrar (or their designated representatives). This committee would screen

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all requests for Fitness for Duty and would invite Mr. [REDACTED] of the Office of Personnel and the division or component personnel officer and/or subject's supervisor to participate in the committee meeting. The committee would gather information and render (a) a recommendation for continued processing as a fitness for duty (b) a recommendation for other action by the Office of Personnel or the respective component. Such other action might be an informal disposition, participation by the AES in the case.

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5. Further review of this topic will be undertaken by the committee before reaching any final conclusions or recommendations.

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Deputy Director of Medical Services

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